



The Transition to ARC

A weekly update to United States Mint Office of Human Resources (OHR) employees
From Sheila E. Williamson, Assistant Director, Office of Human Resources

Communication 20

Friday, November 18, 2005

WHAT WE HAVE DONE SO FAR?

- On October 14, 2005, all HR employees received a detailed memo from Marcia Coates explaining the Impact of OHR's transition to ARC. Employees were provided an organization chart which detailed the new HR organization as we now exist.
- As promised in the last newsletter, listed below are Frequently Asked Questions (FAQs) that will be posted on ARC and the United States Mint's Intranet.

1. QUESTION: What is ARC?

ANSWER: The Administrative Resource Center (ARC) is a Center of Excellence, as designed by the Office of Management and Budget within the Bureau of Public Debt. ARC provides services in the areas of Human Resources, Procurement, Accounting and Finance.

2. QUESTIONS: What other bureaus of Treasury will ARC be providing service?

ANSWER: The Bureau of Public Debt (BPD), Administrative Resource Center (ARC) currently services 50 clients, including 11 of the 14 bureaus of the Department of the Treasury. They are not currently providing service to the Bureau of Engraving and Printing, and the Office of Comptroller Currency. In addition, ARC services The Executive Office of the President (including OMB), National Archives, and a segment of the Department of Agriculture.

3. QUESTION: Why is the Mint outsourcing HR job to ARC?

ANSWER: The Office of Management and Budget (OMB) has directed federal agencies to provide services through a Center of Excellence (COE) or to migrate to a COE to avoid duplication of costs, eliminate redundant capital expenditures, and promote standardization. ARC has been defined as a COE.

4. QUESTION: Is it possible for HQ's Senior Management to contact heads of agencies at field sites (Philadelphia, West Point, Denver, and San Francisco) to ask about the possibility of detail assignments?

ANSWER: The Career Consultants both in the field facilities and headquarters have been in contact with Federal agencies and are getting favorable responses. They have also been in contact with local and state government for possible detail assignments. A letter has been sent to the Federal Executive Board and other Federal Agencies outlining the transition of the HR work to a COE. This letter was signed by David Lebryk, Acting Director of the Mint. In addition, a copy of this letter was given to each HR employee to attach to their resume while applying for future Government opportunities. Also in an effort to assist employees, the United States Mint is willing to pay for detail opportunities that potentially could lead to permanent employment.

5. QUESTION: Will HR employees be given some type of formal letter by HQ that they can attach to their resumes/applications when applying for another Federal position?

ANSWER: The letter signed by the Acting Director, United States Mint has been provided to the Federal Executive Board in locations of the field facilities and Federal agencies in the Washington Metropolitan area. This letter was sent out on August 12, 2005.

6. QUESTION: What will I physically be doing on October 17, 2005?

ANSWER: With the transition of work to ARC, there will be some residual work as well as work with ARC to assist in the understanding of servicing the United States Mint population. HR employees will be engaged in each process of the transition work. As the transition work is completed, supervisors in HR both in the field facilities and headquarters are in the process of developing plans to provide employees with meaningful work.

7. QUESTION: If I have to apply for my job will it be advertised at my current grade level or at the level mentioned on the future HR Chart?

ANSWER: As we move forward with recruiting and laterally moving employees into the new organizational structure, it will be done at the level defined in the future HR organizational chart.

8. QUESTION: Will employees still be given an opportunity to get training after the transition?

ANSWER: Yes, employees will still be given an opportunity to get training after the transition takes place. Employees should be working with their supervisors to develop IDPs which reflect their personal goals for their future career enhancement. The United States Mint leadership is committed to assisting employees in any method they can.

9. QUESTION: What mechanism will be used to determine which employees will be left after the transition?

ANSWER: Each HR supervisor is developing an Implementation Plan for the positions allocated. Once their plans are completed and approved by the Plant Managers, it will be shared with the HR employees.

10. QUESTION: Will details to other agencies still be possible after the transition?

ANSWER: Yes employees will still be able to get detail to other agencies after the transition to ARC.

11 QUESTION: Who do I contact at ARC if I would like to physically see my Personnel file (to verify its accuracy)?

In response to your question to Marcia Coates regarding reviewing your Official Personnel File, please contact Dianne.Hershman@bpd.treas.gov. She can also be reached at 304-480-8276.

12. QUESTION: Will the Mint pay relocation to other Federal agencies?

There is authority to do this, but only when there is a RIF or pursuant to a transfer of function. Otherwise, relocation expenses (moving, storage, transport of motor vehicles, and per diem) must be paid from funds of the gaining agency.

5 U.S.C. § 5724(e) states the following:

(e) When an employee transfers from one agency to another, the agency to which he transfers pays the expenses authorized by this section. However, under regulations prescribed under section 5738 of this title, in a transfer from one agency to another because of a reduction in force or transfer of function, expenses authorized by this section and sections 5726 (b) and 5727 of this title (other than expenses authorized in connection with a transfer to a foreign country) and by section 5724a (a) through (f) of this title may be paid in whole or in part by the agency from which the employee transfers or by the agency to which he transfers, as may be agreed on by the heads of the agencies concerned.

41 C.F.R. § 302-2.105, which implements the statutory provision above, states the following:

When an employee transfers between Federal agencies, who is responsible for paying the employee's relocation expenses? When an employee transfers between Federal agencies, all allowable expenses must be paid from the funds of the agency that the employee is transferring to. However, in the case of a reduction in force or transfer of function, an agreement may be made between the agencies concerned as to what relocation allowances will be paid by either agency or split between them. This should include the payment of expenses for the extended storage of the employee's household goods when assigned to an isolated permanent duty station within CONUS or a transfer to, from, or between foreign countries.

The PEF statute does not afford any additional authority or flexibility with regard to these provisions. The United States Mint must comply with the provisions of Title 5.

Next Steps

- ▶ We will continue meeting with ARC on a monthly basis to further discuss pending OHR issues (i.e., OWCP, awards, webTA etc.)
- ▶ Sheila Williamson will continue meeting with the HRO's in the field facilities on Tuesdays to continue discussions on Implementation plans to be finalized in mid-December.
- ▶ The Employee Assistance Program will conduct a two hour seminar for the United States Mint Headquarters (HQ) on "Managing Change in the Workplace" Monday, November 21, 2005 (10am-12pm). Also, USDA Graduate School will provide a "Managing Change" training session at Mint Headquarters, on December 14 -15.

Message from the Mint-wide Career Consultant Team Coordinator for OHR, Wanda Wright:

Our colleagues continue to move towards new horizons: Victoria Lepeckzk, Philadelphia has accepted a position with the Veterans Administration; Cheryl Cato, HQ has accepted a position with the Administrative Office of the US Courts; Monica Holguin, Denver has accepted a position with the Department of Interior, National Business Center; and Gloria Hildreth has accepted a position with the Office of the Comptroller of the Currency.

Also, mark your calendar for the up-coming career seminar with Lily Whiteman, HQ Job Interview Seminar – Tuesday, November 22, 2005- 2nd Floor, Conference Room A-1:00pm-3:30pm.